



# FINANCE MATTERS

Defense Military Pay Office

Fort Carson, CO

October 2012

## INSTALLTION TIMELINESS

91.72%

## OTHER SITES TIMELINESS

77.28%

## TOP 3 LATE DOCUMENTS

- (1) Leave (393)
- (2) Basic Allowance for Housing (BAH) (149)
- (3) Demolition Duty Pay (114)

Unit/Brigade	Percentage	Unit/Brigade	Percentage
1/8 <sup>TH</sup> INF BN	97.13%	WTU, A CO	100.00%
3/29 <sup>TH</sup> FA BN	97.73%	WTU, D CO	100.00%
534 <sup>TH</sup> SIGNAL CO	100.00%	2-12 INF BN	97.42%
48 <sup>TH</sup> MP DET	100.00%	4 <sup>TH</sup> ENG BN	97.75%
75 <sup>TH</sup> BCTD	100.00%	MISSION SUPPORT ELEMENT	100.00%
60 <sup>TH</sup> ORD CO	100.00%	7 <sup>TH</sup> INF DIV, IRT	100.00%
152 <sup>ND</sup> MCT	100.00%	2-4 <sup>TH</sup> CAB	100.00%
68 <sup>TH</sup> SB	98.51%	573 <sup>RD</sup> MCT	100.00%
183 <sup>RD</sup> MAINT CO	99.47%	4-42 <sup>ND</sup> FA BN	97.44%
360 <sup>TH</sup> TRANS CO	100.00%	4 <sup>TH</sup> ID BAND	100.00%
32 <sup>ND</sup> MEDIUM TRUCK CO	99.36%	USAG	100.00%
59 <sup>TH</sup> MP CO	100.00%	WCAP	100.00%
110 <sup>TH</sup> MP CO	100.00%	MISSILE DEF INTEGRATION	100.00%
440 <sup>TH</sup> CIVIL AFFAIRS BN	100.00%	1 <sup>ST</sup> SPACE BDE	97.22%
WTB, HQ	100.00%	US STRATCOM	100.00%
PHCD	100.00%	DENVER RECRUITING	97.59%

**Timely and accurate pay is a quality of life and mission readiness issue!**

Reminder: the timeliness data is provided to Senior Leadership monthly. It is in the best interest of every Soldier to take all available steps to ensure timely submission of all pay documents.

## IMPORTANT DATES

**Midmonth Cutoff**

**Monday, 1 Oct 2012**  
to affect mid-month pay

**End of Month Cutoff**

**Friday, 19 Oct 2012**  
to affect end-of-month pay

**UCFR Pickup**

**Tuesday, October 30<sup>th</sup>**

**UCFR Turn-in**

**Thursday, November 8th**

returned to the DMPO by the suspense date. Deployed units should contact the Rear-D if there are changes to be made to deployed personnel pay accounts.

Please address all questions and concerns to the Processing Section at 719-526-2607/6262.

## PAC CERTIFICATION COURSE

The Fort Carson Defense Military Pay Office will be hosting a one day PAC Certification Course **Thursday, 12 October at 0900 in Bldg 1220**, 1st Floor Conference Room. The purpose is to train S-1 personnel in the areas of pay and entitlements. Pre-registration is required: Please see your training NCO to register through ATRRS prior to training.

## DMPO CLOSURES

**The DMPO/230<sup>th</sup> FMSU will be closed Monday, 8 Oct 2012 for Columbus Day**

## UCFR PICK-UP

The Fort Carson Defense Military Pay Office (DMPO) conducts a monthly finance information briefing in addition to the Monthly UCFR Distribution. The audience for this event includes all commanders, both military and civilian unit S-1s, and non-divisional unit PAC personnel. All Fort Carson units are to be present with their current Access and AAA- 162 Rosters. Leaders from the military pay office will be on hand to address any pay concerns from the Fort Carson Military Community.

UCFR pick-up from the Defense Military Pay Office is a requirement. When Units are deployed, the Rear-D is responsible for pick-up and certification for the entire Battalion. The Rear-D Commander must certify all UCFRs and ensure all supporting documents for corrections are attached and

### **Briefings for Separating Soldiers**

**ETS Briefing** is held on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of every month at the SRP building (BLDG 1042) at 0700.

**Retirement Briefing** is held the 2<sup>nd</sup> and 3<sup>rd</sup> Wednesday of every month at the Balfour Beatty Community Center (6800 Prussman St) at 0800.

Briefings cover Final pay, Travel, Leave, Allotments, Disability Severance/ Separation Pay outs and more.

### **In/Out Processing Briefings**

**Levy Brief** (PCS Departing Soldiers) is held on every Tuesday and Thursday of every month at 1129 Ellis Dr (Performing Arts Center) at 0815.

**In-Processing Brief** is held every weekday at BLDG 1013 on Long Street

## DFAS Hire-A-Hero Internship Program



The Defense Finance Accounting Service DMPO Ft. Carson is seeking Wounded Warrior applicants for our Hire a Hero Internship Program. Continue to serve our Nation and your fellow Warfighters while gaining valuable job experience in either Military Pay or Computer Assistant functions.

The non-paid internship program is open to all soldiers in outpatient status at Ft. Carson, who have committed to transitioning out of the military. DFAS is seeking soldiers who have the desire to gain practical employment experience prior to transitioning to civilian life. Internship participants will have the opportunity to enhance their career readiness and prepare for a future with DFAS, or another organization. Completion of the Internship Program may lead to full-time employment at one of DFAS' many locations.

**Request an application by emailing [HiringHeroes@dfas.mil](mailto:HiringHeroes@dfas.mil) or calling 719-524-0040.**



## Roth TSP Elections

Starting 1 October active duty Soldiers will be able to begin depositing TSP funds into a ROTH TSP Account.

With the introduction of Roth, you will potentially have two types of balances in your TSP account: A traditional (non-Roth) TSP balance and a Roth TSP balance. You may designate your own contributions any way you like depending on your individual tax circumstances. (**Note:** Money already in your account when you begin making Roth contributions will remain part of your traditional balance. You will not be able to convert it to Roth.) The table below compares the treatment of the two different types of contributions.

<b>Contributions</b>	<b><i>Pre-tax Traditional</i></b>	<b><i>After-tax<sup>1</sup> Roth</i></b>
<b>Your Paycheck</b>	<b><i>Taxes are deferred</i></b> , so less money is taken out of your paycheck.	<b><i>Taxes are paid up front</i></b> , so more money comes out of your paycheck
<b>Transfers In</b>	<b><i>Transfers</i></b> allowed from eligible employer plans and traditional IRAs	<b><i>Transfers</i></b> allowed from Roth 401(k)s, Roth 403(b)s, and Roth 457(b)s
<b>Transfers Out</b>	<b><i>Transfers</i></b> allowed to eligible employer plans, traditional IRAs <sup>2</sup> , and Roth IRAs <sup>2</sup>	<b><i>Transfers</i></b> allowed to Roth 401(k)s, Roth 403(b)s, Roth 457(b)s <sup>3</sup> , and Roth IRAs <sup>3</sup>
<b>Withdrawals</b>	<b><i>Taxable</i></b> when withdraw	<b><i>Tax-free</i></b> earnings if five years have passed since January 1 of the year you made your first Roth contribution, AND you are age 59½ or older, permanently disabled, or deceased

<sup>1</sup> Roth contributions are subject to Federal (and, where applicable, state and local) income taxes, while traditional contributions are not taxed until withdrawn. However, both Roth contributions and traditional contributions are included in the amount of wages used to calculate payroll taxes (e.g., Social Security taxes).

<sup>2</sup> You would have to pay taxes on any pre-tax amount transferred to a Roth IRA.

<sup>3</sup> Transfers to a Roth IRA from a Roth TSP are not subject to the income restrictions that apply to Roth IRA contributions.

Before making Roth contributions, you may want to start thinking about whether making them could be to your advantage. You may also wish to consult a qualified financial or tax advisor.

Website: <https://www.tsp.gov>

## **Debt Management**



### **Debt Proration**

USC Title 5 PART III Subpart D Chapter 55 Subchapter II Section 5514 (a) (2)  
When a Soldier incurs a debt with the United States Government they are authorized to request the debt be collected in full or prorated over a period of months not to exceed the number of months the debt covers (i.e. overpaid housing allowances for 8 months debt can be prorated over 8 months) or current date of separation. In addition debt collection should be a minimum of \$100.00 per month. Requests to pro-rate debt over more than 3 months must be requested via a memorandum signed by the Commander. The memorandum must include the statement that the Soldier understands there will be a \$15 Administration Fee and Interest Charged on the amount of the debt. The Defense Military Pay Office Director is the final approval authority for requests to pro-rate the debt collection.

## **MPR**

### **Basic Allowance for Housing (BAH) Annual Entitlement Verification**

The Defense Military Pay Office (DMPO) has an annual requirement to verify pay and allowances for soldiers assigned within their servicing location. Our current review covers soldiers in receipt of Basic Allowance for Housing (BAH) at the With-dependent, Without-dependent and Barracks rate. This month we have distributed a list of soldiers in your unit and the type of BAH entitlement they are drawing. If the soldier is married to a civilian or has primary legal physical custody of a child, they are automatically entitled to the With-dependent rate BAH. Other types of scenarios that may authorize the With-dependent rate BAH include, but are not limited to, Secondary Dependents (i.e. Parents, Wards of Court and Children over 21 currently enrolled in school.) These "Secondary Dependent" types; however, are not automatic and can only be authorized by Central Site DFAS-Indianapolis. For more information on how to apply for Secondary Dependency please visit:  
<http://www.dfas.mil/dfas/militarymembers/pa/entitlements/secondarydependency.html>  
We are requesting a review of the roster for accuracy. If there are any changes to be made to the service member's BAH, please provide a DA Form 5960 and all supporting documentation with the attached roster. The suspense for the return of this report will be Friday, October 26, 2012. Commanders' verification of entitlement is required on all reports; failure to provide the required verification might result in the termination of the entitlement.

*JFTR Vol. 1, Chapter 10*



## SRP



### **How the Reserve BASIC ALLOWANCE FOR HOUSING location is determined**

Per the DoDFMR 7A Paragraph 260203 B, when a Reserve Component or National Guard member is called or ordered to active duty in support of a contingency operation and receives PCS orders authorizing transportation of household goods, Basic Allowance for Housing will be paid at the new station's BAH rate. However, if the member is called or ordered to active duty and PCS orders are not issued, the Basic Allowance for Housing rate will be based (paid) on primary residence rate at the time the orders are cut. The primary residence of the Soldier is listed on the top of the orders under the Soldier's name. This address is provided to the orders issuing agency by the requesting unit. If the address is incorrect, then the unit will have to request amended orders to correct the address.

If a Soldier is receiving rate protected Basic Allowance for Housing due to the Basic Allowance for Housing rate dropping in the New Year, that rate will continue until the orders expire. If the orders are extended, then the rate continues at the old rate. If the Soldier receives new orders, then the rate changes to the new rate. This rule applies even if there is no break between orders.

## Travel

# FY13

### **FY13 Remarks and Mandatory Statement on DTS Authorizations/Orders**

*Reference: JFTR, Volume 1*

Travelers and anyone preparing orders for "Other" Travelers, who are putting in authorizations for October 2012 and later, must add the "Fiscal Year Funds" Statement on their orders until Congress approves the FY13 budget.

Please follow these instructions for adding the "Fiscal Year Funds" statement to all DTS orders being prepared for October 2012 and later:

1. When adding this statement, go to Review/Sign (top blue bar) -> Other Authorizations (bottom dark blue bar).
2. A screen opens in which you will see a link, "Add Additional Authorizations for this Trip" underlined in light blue. Click on this link.
3. A screen opens displaying authorizations available for selection. "Fiscal Year Funds" is seventh on the list. Click in the box and scroll down to the bottom of the page to select "Add".
4. FYI -- This will cause the pre-audit flag, "FY12 LOA is being used, etc." to occur. For justification, please add FY13 funds being used for FY13 travel or something to that effect.

Please check with your budget analyst and ensure there are funds prior to the Traveler signing the authorization; otherwise the Approving Official will receive an "Approval

Failed" message and cannot approve the authorization until the funds have been added. Please coordinate this action with your Directorate of Resource Management (DRM) Budget Analyst.

Just another reminder, the requirement for the "Mandatory DTS Statement" is still in effect and must be on all authorizations/orders prior to the Approving Official approving the orders. Please feel free to copy and paste:

**"Mission Essential Travel for (REASON YOU ARE GOING TDY) and alternate methods, such as Secure Video Teleconference (SVTC) or other web-based communications are not sufficient to accomplish the travel objectives."**

## IOP



### **Special Pay Entitlements to Be Stopped**

Service Members entitled to Special Duty Pays will be required to recertify upon arrival at Fort Carson. The soldiers will be briefed on these procedures during the Fort Carson Finance In-processing briefing (Day 1 finance briefing). These Special Pay Entitlements should have been stopped by your losing Finance Office. However if they were not, the Fort Carson In-processing Office will stop these entitlements according to regulation. Some of the Special Pay Entitlements include but are not limited to:

Hostile Fire Pay, Save Pay, Parachute Pay, Demolition Pay, FSA, COLA. There are no exceptions for Special Forces. For more information check the DODFMR 7000.14 Volume 7A: Military Pay Policy and Procedures.

## **Separations**

When a Soldier is within 90 days of their ETS an ETS Date Report is generated and distributed with the UCFR. It is requested that the unit review the report for accuracy. If the report is not accurate (i.e. the Soldier extended or re-enlisted) then please attach the amended or revocation orders and if possible the Retain Print screen (if extended) so the Soldier's pay will not be interrupted. If there are no annotations or attachments it is assumed that the report is correct and the listed Soldiers will ETS within 90 days. For further guidance please refer to AR 600-8-6, MILPER Message 09-179, MILPER Message 00-047.

## Defense Military Pay Office

Business Hours: 0730-1600

### BLDG 1220

Customer Service

Military Pay Inquiries (719) 526-6254

Disbursing (719) 526-5151

### BLDG 1218

In/Out Processing, Travel,  
Separations and Retirements

### BLDG 1042

Reserve Pay Room 307

SRP Room 340

### Defense Military Pay Office POCs

Director	526-3443
Deputy Director	526-3443
Finance SGM	526-8507
Customer Service	526-6254
Building 1220 Lobby	526-1052
Debt Management/ Special Actions	524-1581
Disbursing	526-5151
Building 1220 Lobby	526-0392
In & Out Processing	526-1302
Building 1218 Room 236	Supervisor: 526-6230
IOP/Reserve Pay/SRP Site	526-6230
MPR	526-4084
Processing/ Customer Service/ Debt Management/Special Actions	Supervisor: 526-6317
Reserve Pay	526-9812
Building 1042 Room 307	526-8236
Separations/Retirements	526-4233
Building 1218 Room 229	Supervisor: 526-6230
Wounded Warrior	524-0315
Building 1220 Room 122	
<b>230<sup>th</sup> Financial Support Unit</b>	
Commander	526-1534
First Sergeant	524-1130



Please tell us how well your finance office is  
supporting you at the following link:

[https://ice.disa.mil/index.cfm?fa=card&site\\_id=614&service\\_provider\\_id=115982](https://ice.disa.mil/index.cfm?fa=card&site_id=614&service_provider_id=115982)

